

HOUSING REHABILITATION SPECIALIST

(Department of City Development)

This position is part of the Neighborhood Stabilization Program (NSP). The mission of the NSP is to address the issue of foreclosed homes in City of Milwaukee neighborhoods by increasing home ownership, increasing the availability of affordable rental housing, eliminating blight, and improving City neighborhoods. This initiative includes government, residents, nonprofit organizations, developers, lenders, and the real estate community. The Housing Rehabilitation Specialist position is part of the NSP Rental Rehabilitation Program, which provides funding to help responsible landlords purchase and rehabilitate foreclosed homes for affordable rental opportunities. Both financial and technical assistance are provided as part of the program.

PURPOSE: Under the direction of the Commercial and Residential Rehabilitation Manager, the Housing Rehabilitation Specialist is responsible for providing technical assistance to property owners to determine residential mechanical system, structural, and financial needs in conjunction with the implementation of the City's Neighborhood Stabilization Program. This position is funded by a grant from the Department of Housing and Urban Development (HUD).

ESSENTIAL FUNCTIONS:

- ♦ Works with financial staff to counsel and qualify applicants for loans and assistance under the City of Milwaukee's Neighborhood Stabilization Program (NSP).
- ♦ Inspects properties to determine the improvements required to achieve program standards.
- ♦ Prepares cost estimates and scopes of work.
- ♦ Creates specifications and drawings that assure compliance with Federal, State, and local housing codes, including lead safety and energy efficiency.
- ♦ Assists clients with obtaining and reviewing bids or proposals.
- ♦ Prepares contract documents for owners and contractors.
- ♦ Conducts preconstruction conferences, performs contract compliance inspections, and approves payments to contractors.
- ♦ Performs interim and final contract compliance inspections.
- ♦ Mediates problems that may occur during the term of construction.
- ♦ Prepares and presents technical reports for review and approval by the supervisor.
- ♦ Works on special projects associated with the Neighborhood Stabilization Program and performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in civil or structural engineering, construction engineering or construction management, architecture, or a related field from an accredited college or university. **NOTE:** Copies of transcripts should be submitted with application, sent to the City of Milwaukee Department of Employee Relations, ATTN: Cheryl Krause, 200 E Wells St, Room 706, Milwaukee, WI 53202 (Student copies are acceptable.) or via an email to staffinginfo@milwaukee.gov.
2. Two years of experience in building construction, design, or rehabilitation performing duties related to this position.
Equivalent combinations of education and experience may also be considered.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.
4. Valid driver's license and availability of a properly-insured personal vehicle for use on the job at time of appointment and throughout employment (*automobile allowance provided*).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ♦ Knowledge of building construction, design, and rehabilitation.
- ♦ Knowledge of contracts and proposals.
- ♦ Ability to read blueprints.
- ♦ Ability to inspect properties to determine what improvements are needed for program compliance.
- ♦ Ability to understand financial information and perform accurate calculations.
- ♦ Ability to plan and accomplish work, work within deadlines, and manage a large caseload successfully.
- ♦ Ability to learn about City of Milwaukee neighborhoods and the housing needs of its citizens.
- ♦ Analysis and problem-solving skills.
- ♦ Judgment and decision-making skills.
- ♦ Honesty and integrity.
- ♦ Oral communication skills, including the ability to explain technical concepts to non-technical people.
- ♦ Presentation and group facilitation skills.

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- ♦ Interpersonal and customer service skills; ability to work effectively with people from various backgrounds, including property owners, contractors, and staff.
- ♦ Written communication skills and the ability to prepare reports.
- ♦ Ability to use standard office applications such as word processing, database, spreadsheet, and email.

THE CURRENT PAY RANGE (SG 548) IS: \$50,447-\$59,247 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 14, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs, in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.